

VIRGINIA BOARD OF NURSING

Guidelines for Prescription Drug Administration Training Program for Child Day Programs

Chapter 686 of the 2006 Acts of the Assembly added to the powers and duties of the Board authority to develop “*guidelines for the training of employees of child day programs as defined in § [63.2-100](#) and regulated by the State Board of Social Services or the Child Day Care Council in the administration of prescription drugs as defined in the Drug Control Act (§ [54.1-3400 et seq.](#)). Such training programs shall be taught by a registered nurse, licensed practical nurse, doctor of medicine or osteopathic medicine, or pharmacist*” (§ 54.1-3005).

The legislation further amended the Drug Control Act (§ 54.1-3400 *et seq.*) to allow a person to administer drugs to a child in a child day program as defined in § [63.2-100](#) and regulated by the State Board of Social Services or the Child Day Care Council, provided such person “*has satisfactorily completed a training program for this purpose approved by the Board of Nursing and taught by a registered nurse, licensed practical nurse, doctor of medicine or osteopathic medicine, or pharmacist.*”

Accordingly, the Board of Nursing has adopted the following guidelines for the training of employees of child day programs:

Guidelines for Prescription Drug Administration Training Program for Child Day Programs

Qualifications of instructional personnel.

The prescription drug administration training program shall be conducted by a nurse, a doctor of medicine or osteopathic medicine, or a pharmacist with an active, current license who has successfully completed a course designed to prepare the instructor to teach the curriculum as it relates to children in child day programs.

Content of curriculum.

The curriculum shall include a minimum of 8 hours of classroom instruction and practice in the following areas:

- A. Preparation for administration of prescription drugs to a child in a child day care program by:*
- 1. Demonstrating an understanding of the child's rights regarding prescription medications.*
 - 2. Understanding of requirements for confidentiality and security of prescription medications.*
 - 3. Identifying medication terminology and abbreviations.*
 - 4. Understanding the purpose and effects of a prescription medication and recognizing the potential side effects and adverse reactions.*
 - 5. Understanding the developmental stages and ages of childhood as they relate to appropriate techniques and routes of administration.*

6. *Recognizing emergencies and other health-threatening conditions, such as anaphylaxis, and responding accordingly.*
7. *Understanding methods for prevention of medication poisoning and knowing the contact number for poison control.*

B. Performance of safe techniques for administration of prescription drugs by:

1. *Understanding and reviewing medication consent forms.*
2. *Observing the five rights of prescription drug administration.*
3. *Identifying the appropriate physical environment for safe administration.*
4. *Following proper procedure for preparing prescriptions for administration.*
5. *Understanding and demonstrating the appropriate routes of administration.*
6. *Safe handling of a child with asthma.*

C. Performance of administration of specific types of drugs by specific routes by:

1. *Understanding of the safe administration of the following oral drugs:*
 - a. *Tablets and capsules*
 - b. *Crushed tablets*
 - c. *Sprinkles*
 - d. *Liquids, medicine cup*
 - e. *Liquids, dosing spoon*
 - f. *Liquids, oral medication syringe*
 - g. *Liquids with a dropper*
 - h. *Application of medication to gums*
2. *Understanding of the safe administration of the following prepared instillations and treatments:*
 - a. *Eye drops and ointments*
 - b. *Ear drops*
 - c. *Topical preparations, including creams, gels, lotions, ointments or aerosols*
 - d. *Medicated patches*
 - e. *Nasal drops and sprays*
 - f. *Inhalation therapy, including an oral metered dose inhaler and an oral metered dose inhaler with a spacer*
 - g. *Nebulizer treatments*
 - h. *Use of an auto injector device for administration of epinephrine when prescribed for a specific child for anaphylaxis*

D. Understanding of the following documentation and record-keeping requirements:

1. *Reporting and recording the child's refusal to take the prescription drug or the inability to safely administer the drug.*
2. *Documenting administration of prescription drug.*
3. *Documenting and reporting errors in administration.*
4. *Maintaining child's records in accordance with facility policy.*
5. *Sharing information with other staff orally and by using documents.*
6. *Storing and securing child-specific prescriptions.*
7. *Documenting an inventory of Schedule II prescription drugs.*

E. Understanding of methods for maintaining aseptic conditions by:

1. *Implementing universal precautions.*
2. *Insuring cleanliness and disinfection.*
3. *Disposing of infectious or hazardous waste.*

Post-course examination.

The prescription drug administration training program shall require that each student shall pass a written and practical examination at the conclusion of the training which measures minimum competency in administration of prescription drugs in child day care programs.

Additional training

In addition to the basic classroom instruction in administration of prescription drugs in child day care programs, the program may offer training in the administration or provision of prescription drugs or treatments (such as insulin injections) for a special needs child under an individualized health care plan developed in consultation with the child's parents and health care provider to identify the special training or skills required to care for such child.

If a child with diabetes is enrolled in any of the Child Day Care Programs, there must be someone on staff and physically present in the facility that has received the Medication Administration Training Certification (8-hour program) and training to administer insulin and for emergency administration of glucagon.

The Board has delegated the approval of training programs to the Executive Director of the Board, if such programs comply with provisions of law and the guidelines for training.

Abbreviated Training for Administration of Medications in Child Day Care

An abbreviated training for staff members in child day care programs that do not routinely administer medications to children, but who would need to be able to administer medications in an emergency by injection of epinephrine using an auto-injector device (epipen). The abbreviated curriculum would be excerpted from the Board-approved curriculum for administration of prescription drugs in child day programs. An abbreviated course may include training in the use of the Epipen (1 hour) and/or the administration of prescription topical creams and ointments (1 hour). Staff can take one module or both depending on the needs of the facility and the specific expectations of the individual job description.